There are two pathways for logging in to MEDtrics that differ based on the type of email address that your MEDtrics account is linked to.

**Accounts linked to a University of Minnesota email address**

Users with accounts linked to their University of Minnesota email address login by clicking the maroon, “Sign in With Duo” button. This process is similar to logging in to other UMN software systems.

![MEDtrics Login Page](image)

**Accounts linked to Non-UMN email address**

Users with accounts linked to a Non-University email address login by clicking the green, “Sign In” button.

![Non-University Email Login](image)

This opens the login page where you will be asked to enter your email address and password and select the blue “Sign In” button. You will need to create a password for MEDtrics in order to log in.
To create your password and log in for the first time, follow the steps described in the Forgot Password process below.

**Forgot Password**

Selecting the Forgot Password button opens the Forgot Password page. Enter your email address and click the blue, “Submit” button.

If a MEDtrics account **is not found** linked to the email address you entered, the page will refresh and the following notification will appear on a red background on the upper right-hand side of the page.

- If you receive this error message, reach out to the clerkship coordinator for assistance.

If a MEDtrics account **is found** linked to the email address you entered, the page will refresh and the following message will appear on a green background on the upper right-hand side of the screen. The system will also send you an email.

The email comes from hst-noreply@umn.edu with the subject line MEDtrics Password Reset Request. To reset your password, select the “CLICK HERE” link in the email.
This opens a page where you are asked to create a password. Password requirements appear on the right-hand side of the page. When you have entered your new password in the “Password” and “Password confirmation” fields, click the blue “Update Password” button. This will relaunch the Non-University email address login page where you can log in using your newly created password.

**Help button**

The Help button opens a help document with information about who to reach out to for support.
Viewing Reports

Student evaluation of preceptor data collected in MEDtrics can be viewed in Tableau reports directly in MEDtrics. Preceptors can access student evaluation of preceptor reports the day after the survey has been submitted and after 6 responses have been recorded. Below are step-by-step instructions for accessing and viewing reports.

Note that these dashboards are not yet available in MEDtrics. They will be added to the Reports tab as they are finalized.

Logging on to MEDtrics

medtrics.umn.edu

The first step is to login to MEDtrics at medtrics.umn.edu. Instructions for logging in to MEDtrics can be found above.

Dashboard/Homepage

This opens the Dashboard or Homepage. On the homepage you will see tabs for the pages of MEDtrics you have access to. To view the reports page, click the yellow Reports tab.

Reports Page

On the reports page, you will see a list of dashboards you have access to. As a preceptor, you can view student evaluation of preceptor data that has been completed about you after 6 responses have been recorded. To open a report dashboard, select the blue report name.
In order to access Tableau reports, you will be prompted to “Sign into the Tableau Server.” Select the blue button and follow the on-screen instructions.

Tableau Reports

The Tableau report has two sections. The top half of the page has a series of filters. Here you can switch between different surveys, set date ranges, or filter the results table by clerkships, sites, or dates. The bottom half of the page displays the results table.

Report Filters

On the left-hand side of the page you will find a series of filters that allow you to change what information is displayed in the results table.

To open a filter, click on the drop down box below the header, which makes the filter options visible. To adjust the filter, click on the check-boxes to the left of the option names and select Apply at the bottom of the filter.